



City of New Brighton, Minnesota
Position Job Description

Position Title: *Gymnastics Instructor*

Department / Location: *Parks and Recreation*

Immediate Supervisor: *Recreation Program Manager*

Position Status: *Part Time, Seasonal*

Date of Latest Revision: *August 2015*

Position Summary:

The responsibility of this position is to teach gymnastic skills and provide for the safety of all participants and employees.

Essential Accountabilities and Expected Outcomes

1. Responsible for attending all trainings, workshops, and staff meetings.
2. Work cooperatively with supervisors, co-workers, participants and parents.
3. Insure safety precautions are taken in all activities, and follow proper emergency procedures when needed.
4. Insure the activity site is safe and appropriate for the activities being taught
5. Insure equipment is set up properly and all equipment concerns are reported to immediate supervisor.
6. Teach gymnastic skills giving careful consideration to the specific needs and skill levels of the participant.
7. Assist in preparing daily lesson plans and information material related to the programs.
8. Assist in the implementation and promotion of special events and trips.
9. Carry out suggested lesson plans and follow a logical, sequential order of skill instruction.
10. Welcome, include and guide volunteer staff.
11. Communicate program needs and requests, including those of program participants or their parents to supervisors.
12. Communicate with parents regarding program specific concerns and information regarding individual participants.
13. Assist in the evaluation of the program and staff.
14. All other duties as assigned by the Gymnastic Coordinator or Recreation Program Manager.

Competencies and / or Values Common to All Positions:

Developing and maintaining a thorough working knowledge of all department and applicable City policies and procedures in order to help facilitate compliance with such policies and procedures by all personnel.

Demonstrating by personal example the service excellence and integrity expected from all staff.

Develop respectful and cooperative relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.

Conferring regularly with and keeping the immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which accountable.

Representing the City in a professional manner when dealing with the general public outside contacts, and constituencies in a manner that helps maintain and enhance New Brighton's reputation as a well managed City.

Typical Working Environment:

Work is typically performed in an inside temperature-controlled environment.

Typical Physical Requirements for This Position:

There will be moving and/or lifting of materials and/or equipment, typically <40 lbs.

Selection Criteria to Qualify for This Position:

Demonstrated knowledge of gymnastic skills and customer relations sufficient to perform the essential accountabilities of this position.

Excellent planning, organizing, implementation, communication and evaluation skills are expected.

Work experiences with human relations, staff development, staff supervision, and customer service is highly desirable

Or

Such alternatives to the above qualifications as the City may find appropriate and acceptable.

Desired Qualifications:

Pursuing a Bachelor's degree in Park and Recreation Administration, Physical Education, Elementary Education or closely-related field, plus one year of experience teaching gymnastics or three years of high school or college gymnastics training.

First Aid/CPR certification required prior to the start of employment.

Employee Initials and Date: _____

Supervisor and / or Department Head Initials and Date: _____

Assistant City Manager Initials and Date: _____